

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 15 October 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 42, Week of 8 - 14 October 1957

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1. Numbers in Clerical Induction Training. During the week of 8 October there were people in Clerical Induction Training. Of these were entering for the first time. 25X1

2. Numbers in Clerical Orientation Training. There were people in Clerical Orientation for the week of 8 October.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 8 October were as follows: 25X1

	Tested	Qualified
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Typewriting		

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4. Clerical Refresher Training Program 73 Begins New Term. Clerical Refresher Training Classes started on Monday, 14 October 1957, with students enrolled from the following Agency components: 25X1

DDP, DDI, DDS, and IG, 25X1

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students were withdrawn from enrollment after the pre-tests were administered because their skills were insufficient to permit them to join even the lowest level of class division. The training officers agreed that they needed outside assistance in learning the fundamentals of the skills before Clerical Refresher Training can include them in their training program. 25X1

5. New Employees. Clerical Induction reports that an excellent showing was made in the entrance-on-duty tests given the typists and stenographers who entered on duty on 7 October. The majority met Agency standards and most of the qualifying scores were impressive. The test administrators also report that the fine attitude of these individuals was in complete contrast to that shown by the employees brought in during the summer months.

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